



## Hair & Makeup Artist – Job Description

**JOB TITLE:** Hair & Makeup Artist

**ALTERNATE TITLES:** Wig Technician, Makeup Artist

**REPORTS TO:** Head of Hair & Makeup

**JOB TYPE:** Seasonal, Salaried

**SUPERVISES:** N/A

**GENERAL JOB STATEMENT:** Responsible for the completion of all hair and makeup effects as assigned. The hair and Makeup Artist will help the designer/supervisor schedule, construct, and maintain wig inventory. Assist performers in the execution of their pre-show looks as well as in post-show clean-up.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Under the supervision of the Hair & Makeup Supervisor, construct new wigs, style in-stock wigs, and prepare makeup looks for performers.
- Assist with wig & other hair pieces application before and during performances.
- Assist with the application of makeup on performers.
- Maintain a clean, organized, and safe work environment.
- Any additional tasks as requested Director of Production, Asst. Production Manager, Head of Costumes, or Head of Hair & Makeup.

### **QUALIFICATIONS AND SKILLS:**

- 3 years of experience in hair/makeup methodologies and practices.
- Professionalism around performers in various states of dress.
- Excellent communication, organization, collaboration, and interpersonal skills.
- Willingness to learn new techniques and methods in the given field.